

both civilian and military personnel shall be reported, including, as a part of the total, basic compensation and any types of payments above basic rates included within the OI personal services amount as set forth in the agency's annual budget estimates. (See Secs. 46-50 of Circular A-11 Revised, as supplemented by section 303, Special Instructions for 1950 Estimates.)

- d. Reporting of workload data. In reporting workload data (Part C of the Exhibit), only work performed by employees devoting 50% or more of their time to administrative services shall be included.
- e. Reporting on functional basis. Employment and salary obligations shall be reported on a functional basis, regardless of the organizational unit in which work is performed. (For example, the time of employees engaged in payroll, leave, and retirement work will be reported under fiscal services, not under personnel services even though such work may be performed in a personnel office.)
- f. Line-item instructions.

Lines 1 through 3. Report the average paid employment and salary of employees engaged in civilian pay, leave, and retirement work. Indicate (1) whether payroll work is carried on under General Accounting Office Regulation 102, a modification of General Accounting Office Regulation 102, or other (if the latter, describe the system used in a footnote); (2) whether leave system is centralized or decentralized (explain in footnote the forms in use); and (3) at what level in organization Retirement Forms 2806 are maintained.

Lines 5 and 6. Report the average paid employment and salary of employees examining expenditure vouchers before certification for payment.

Line 8. Report the average paid employment and salary of employees engaged in other fiscal activities as defined in paragraph 2. above.

Line 10. Means of financing. Total of the appropriation and fund amounts applicable to fiscal services as defined in paragraph 2. above.

Lines 11 through 14. Self explanatory.

Lines 15 and 16. Report the average number of pay changes per pay period. This will include such actions as promotions, demotions, reclassifications, changes in bond deductions, etc.

Lines 17 through 28. Self explanatory.

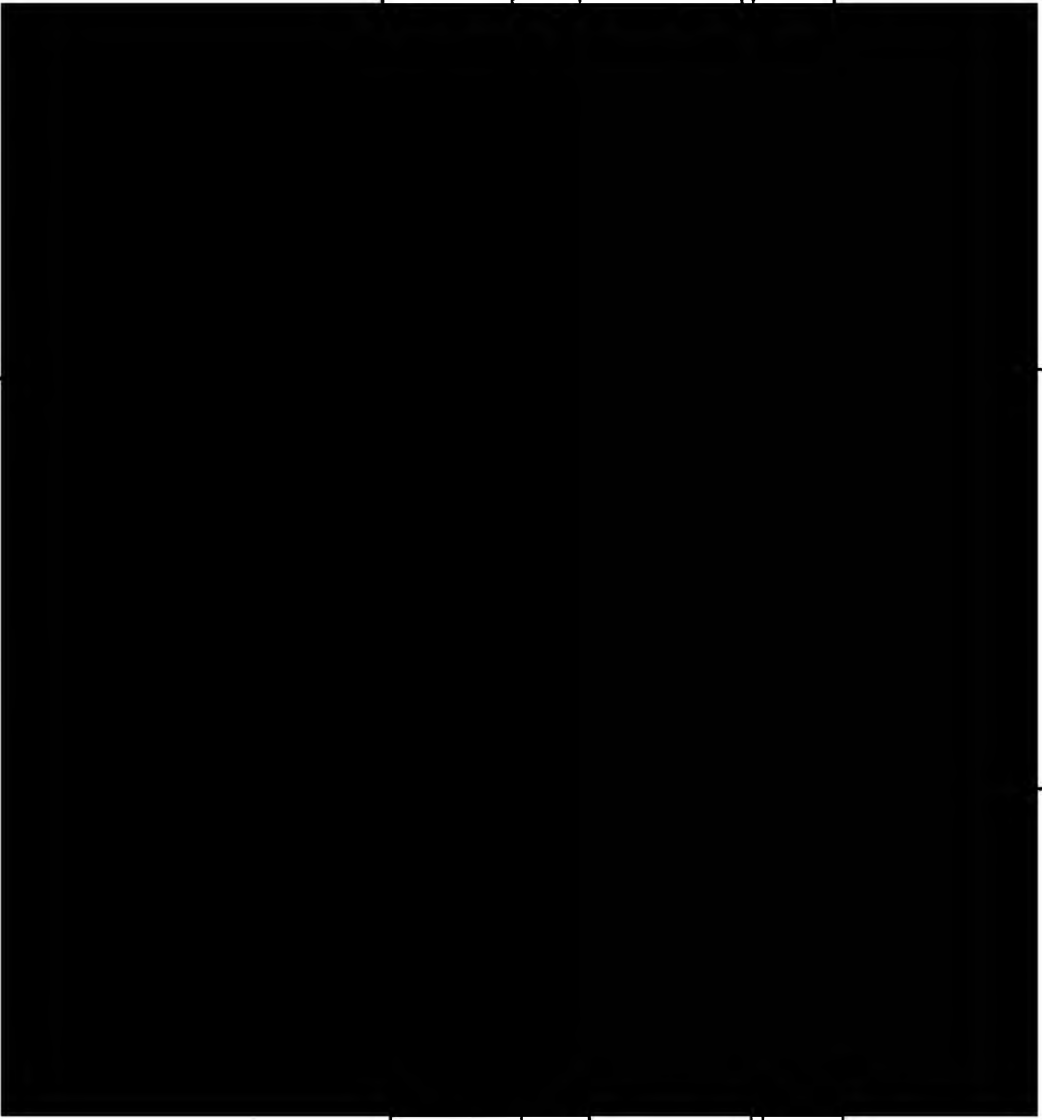
Statement of Staffing Requirements
For Fiscal ServicesBureau _____
Dept. or Agency _____

EXHIBIT C

☐ Bureau
☐ Office of Secy. or Admin.
☐ Dept. or Agency Summary

	19 PY		19 CY		19 BY		LEAVE BY <input checked="" type="checkbox"/>
	Average Paid Employment (A)	Total Salary Obligations (B)	Average Paid Employment (A)	Total Salary Obligations (B)	Average Paid Employment (A)	Total Salary Obligations (B)	
A. ANALYSIS BY ACTIVITY							
Payroll Leave & Retirement:							
1. Payroll-G.R. 102 <input checked="" type="checkbox"/>	25X1A						
Mod. of G.R. 102 <input type="checkbox"/>							
Other <input type="checkbox"/> (If other explain in foot note)							
2. Leave-Centralized <input checked="" type="checkbox"/>							
Decentralized <input type="checkbox"/> (Ex- plain in foot note forms in use)							
3. Retirement-Forms 2806 maintained at Payroll level <input checked="" type="checkbox"/>							
Other <input type="checkbox"/> (If Other explain in foot note)							
4. Total (of Lines 1,2, & 3)							
Administrative Examination of Vouchers (before certi- fication):							
5. Object Classes 02 thru 09							
6. Object Classes 10 thru 16							
7. Total (of Lines 5 & 6)							
8. Other Fiscal Activities							
9. Total (of Lines 4,7, & 8)							


EXHIBIT C (Cont'd)

B. DISTRIBUTION OF COST BY APPROPRIATION OR FUND TITLE	AMOUNT OF OBLIGATIONS ON LINE 9 CHARGED TO EACH APPROPRIATION OR FUND TITLE			
	19 PY	19 CY	19 BY	
Appropriation "A"				
Appropriation "B"				
Appropriation "C"				
10. Total (same as line 9, Column B)				
C. WORKLOAD DATA				
11. Av. no. of full time employees paid				
12. Av. no. of part time & intermittent employees paid				
13. Total av. no. of employees paid				
14. No. of Individual Retirement Record Cards, Forms 2806 processed (includes turnover)				
15. Average no. of pay changes per pay period				
16. Full time employees				
17. Part time & intermittent employees				
18. Percentage of pay changes per pay period				
19. Full time				
20. (Line 15 + Line 11)				
21. Part time, etc. (Line 16 + Line 12)				

25X1A

25X1A

EXHIBIT C (Cont'd)

	19 PY	19 CY	19 BY
<u>Ratios (employment to workload)</u>			
19. Payroll (Line 13÷Line 1, Column A)			
20. Leave (Line 13÷Line 2, Column A)			
21. Retirement (Line 14÷Line 3, Column A)			
22. Payroll, leave and retirement (Line 13÷Line 4, Column A)			
<u>No. of vouchers examined (before certification)</u>			
23. Obj. classes 02 thru 09			
24. Obj. classes 10 thru 16			
25. Total (of Lines 23 & 24)			
<u>Av. No. of Vouchers Examined per Man Year</u>			
26. Obj. classes 02 thru 09 (Line 23÷Line 5, Col. A)			
27. Obj. classes 10 thru 16 (Line 24÷Line 6, Col. A)			
28. Obj. classes 02 thru 16 (Line 25÷Line 7, Col. A)			

COMMENTS: